

**TOWN OF BASS LAKE
SAWYER COUNTY
FIRE DEPARTMENT AD HOC COMMITTEE
MONDAY, DECEMBER 3, 2007
MINUTES**

Moderator, Pete Sanders called the meeting to order at 7:05 PM. Members present; Pete Sanders, George Long, Marvin Mullet, Dorothy Brueggen, James Kenney, John Bixby and John McCue.

Town Clerk Henk affirmed the agenda was posted in compliance with the open meetings law.

A motion was made by Bixby, seconded by Brueggen to approve the agenda. Motion carried.

Membership introduced themselves.

Sanders read document that created committee stating purpose, term, committee membership, status and voting.

Committee reviewed Wis. Stat. 60.55- Fire Protection and the current By-Laws. Sanders stated the Fire Department was created in 1967 as a Town Fire Department, with the Town Board as the Fire Board. He also stated the original By-Laws were amended in 2005 with minor changes.

Committee reviewed Department of Commerce-Chapter Comm 30. Sanders explained that Comm 30 is the most important document because it states the administrative rules according to statute that guide the department. It is used to clarify laws that are sometimes too broad. He also stated that if there were other statutes that are more restrictive than Comm 30, they would be applicable instead.

Discussion followed regarding definition of employees, inspections, organizations, records, training, employment standards, vehicles and equipment and emergency operations. Sanders informed the committee that Frank Lueschen is our current fire inspector for all of the businesses within our municipality. Sanders stated the Fire Department must have permanent records. He has done minutes in the past and is currently working on improving the record keeping after member files were allegedly stolen from the Fire Hall two years ago. He is now creating individual packets for each member, as well as separate medical records to comply with HIPPA. Sanders informed the committee the Fire Department has meetings twice a month. One meeting is for business and the other meeting is for training. Sanders stated all new members have been participating in technical training and are working toward their full training. He clarified that non-trained members can not be actively involved in structural fires as stated in Comm 30.08 and that all fire trucks need to conform to NFPA specifications and be inspected annually by a certified private company.

The next meeting will be on Monday, January 7, 2008 at 7:00 P.M. and will cover governance issues including membership qualifications, voting rights, and the employee process. All committee members will contact other Fire Departments and bring information to the next meeting.

Motion by Mullet, seconded by Bixby to adjourn meeting at 8:38 P.M. Motion carried.

/s/ Dawn Henk, Clerk
Town of Bass Lake, Sawyer County